

DUTY STATEMENT

(REV. 9/2015)

SHADED AREA FOR HUMAN RESOURCES ONLY**RPA-010-TAH
FY 15/16****EFFECTIVE DATE:**

1. DGS OFFICE OR CLIENT AGENCY California Tahoe Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 357-001-4640-XXX
2. UNIT NAME AND CITY LOCATED Urban Land Management Unit	3. CLASS TITLE Environmental Planner
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m.	5. SPECIFIC LOCATION ASSIGNED TO South Lake Tahoe
6. PROPOSED INCUMBENT (If known) Vacant	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 357-001-4640-XXX
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.	
8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The California Tahoe Conservancy's (Conservancy) mission is to preserve, protect, restore, enhance and sustain the unique and significant natural resources and the recreational opportunities of the Lake Tahoe Basin.	

9. Percentage of time	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
65%	<p>ESSENTIAL FUNCTIONS</p> <p>The Essential and Non-essential functions are performed pursuant to agency guidelines, applicable environmental and regulatory requirements, and consistent with Board direction.</p> <p><u>Resource Evaluation, Project Identification and Project Assistance</u></p> <ul style="list-style-type: none"> Identify potential restoration and maintenance projects by performing routine site inspections, boundary evaluations and analysis of resource and public access issues on Conservancy lands; Represent Conservancy interests, programs, priorities, and policies in a professional manner consistent with agency direction; Review parcel history, titles, deeds, acquisition purposes, and historic and biological resources to identify project opportunities and constraints; Provide technical assistance on multi-benefit agency projects; Lead compliance efforts on Conservancy lands for TMDL (Total Daily Maximum Load); Identify and research encroachment and resource issues on Conservancy lands; Ensure compliance with local regulations and environmental laws (including CEQA); Lead effort to sign all Conservancy lands including maintenance of property signage; Prepare GIS maps and GIS analysis for projects; Consult with the public and agency partners;

ESSENTIAL FUNCTIONS (CONTINUED)

- Help to facilitate inter-agency land transfers by performing initial boundary identification, inspections, encroachment resolution and assisting with public outreach efforts;
- Mark property corners and flag property boundaries, monuments and various resources in support of project needs;
- Identify land survey needs to resolve encroachment and other resource issues;
- Use field observations, monitoring reports, and other information to determine if project objectives were met and what maintenance needs exist;
- Assist in the development of project plans, monitoring plans, and environmental documents;
- Assist with the development and field oversight of license agreements or special use permits authorizing use of Conservancy lands;
- Perform direct and indirect oversight of contract staff responsible for restoration, land management, monitoring, land survey, and maintenance activities;
- Review work plans, project plans, budgets and specifications for consistency with approved Conservancy guidelines and project or program objectives;
- Review and approve invoices to ensure compliance with agency criteria;
- Gather and analyze information to support the development and management of projects, monitoring plans, and environmental documents;
- Synthesize technical and scientific information to determine environmental impacts and recommend mitigation measures or alternatives as appropriate.

30%

Program Administration

- Update and maintain the Conservancy's Parcel Data Management System and other land management database systems;
- Respond to inquiries from the public regarding policies for protecting and enhancing Conservancy resources;
- Assist in the development of policy recommendations and implement program and agency wide management policies and strategic plans;
- Assist with ongoing program development and long term planning;
- Develop and refine scopes of work, and manage contracts directly or with the Department of General Services (DGS);
- Preparation of staff recommendations and reports, consistent with guidelines, program objectives, and prior board actions as necessary;
- Provide executive support, including development of presentations, maps, and public outreach programs intended to convey specific messages to various parties of interest;
- Assist in the development of comprehensive land management plan;
- Coordinate program activities, such as invasive weed control and area cleanup efforts, with contract crews and/or volunteers;
- Perform public outreach efforts, such as speaking to community and school groups about Conservancy programs and projects; and
- Provide updates for the Conservancy's website as needed

5%

NON ESSENTIAL

- Assist with office administration and support activities, and coordination with Conservancy staff, consultants, contractors, and seasonal contract staff;
- Assist with activities required for normal agency operations; and
- Other duties as assigned

KNOWLEDGE AND ABILITIES

Knowledge of: General ecology or general principles behind planning for the conservation and preservation of natural resources; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluation of environmental impacts; various types of public facilities and how they service the community; State and Federal laws and regulations relating to the environment; State, local and regional governmental organizations as they relate to environmental planning, specific knowledge of either the social sciences, natural sciences or environmental design arts; trends in environmental, urban and regional planning.

Ability to: Analyze environmental situations accurately; gather and analyze data; prepare written reports; work effectively with others as an interdisciplinary team member; conduct interviews for data gathering; apply general techniques of insuring participation in the planning process; coordinate complex monitoring and assessment of multi-benefit projects and programs; demonstrate a history of communicating with members of the public in a respectful and non-confrontational manner.

ADDITIONAL DESIRABLE QUALIFICATIONS

- College level courses related to environmental planning, geomorphology, hydrology, wildlife, soil science, or other natural resource fields
- Understand diverse technical fields, communicate effectively with specialists, and synthesize and interpret technical information
- Ability to use computer and Microsoft software such as Word, Excel and PowerPoint
- Knowledge of boundary survey techniques and real estate concepts
- Familiarity with graphic support software such as InDesign or PageMaker
- Proficiency in the use of Geographic Information Systems (GIS) and Global Positioning Systems (GPS)
- Basic problem solving analysis and decision making

ADDITIONAL QUALIFICATIONS

- Ability to facilitate groups, promote consensus, and resolve conflicts
- Understand diverse technical fields, communicate effectively with specialists, and synthesize and interpret technical information
- Develop creative solutions to resolve complex issues
- Communicate effectively with Conservancy and other agency staff and with the general public
- Understand and empathize with the needs of others
- Work as a collaborative team member with other Conservancy staff
- Ability to organize, set priorities, and work independently with a minimum of supervision

INTERPERSONAL SKILLS

- Ability to receive and follow direction from supervisors
- Ability to maintain required job schedule
- Ability to focus attention on details
- Ability to follow work rules
- Ability to communicate by speaking and writing in a clear and concise manner
- Efficiency, conscientiousness and professionalism

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Physical conditions of the work may require the need to:
 - Stand/walk for up to 8-10 hours a day
 - Sit for up to 8-10 hours a day
 - Work on a computer for up to 8-10 hours a day
 - Using stairs
- Use of Equipment may be necessary for:
 - Critical and time sensitive need
 - Demonstration purposes
 - Critical health and safety need
 - Annual staff work days
- May require the need to work holidays, nights or weekends
- Requires ability to drive safely in all conditions
- Requires ability to effectively handle stress and meet deadlines
- Requires excellent communication skills-both oral and written

11. SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE